



## अखिल भारतीय आयुर्विज्ञान संस्थान

साकेत नगर, भोपाल - 462020 (मध्य प्रदेश)

### All India Institute of Medical Sciences (AIIMS)

Saket Nagar, Bhopal - 462020 (Madhya Pradesh)

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Notification no.

Dated :-

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#### **Notification for Empanelment of Advocates/Law Firms with AIIMS, Bhopal for Legal matters.**

All India Institute of Medical Sciences, Bhopal an Institute of National Importance under the Ministry of Health and Family Welfare, invites applications from Advocates/Counsels on Panel of Department of Legal Affairs (DLA), Ministry of Law and Justice, to constitute/engage panel Counsels to represent the Institute before various Courts and other judicial bodies.

The Panel of Advocates of AIIMS, Bhopal shall consist of legal experts from various branches of Law especially Company Law, Service Law, Labour Law, Taxation Law, Civil Law, Constitutional Law, Contract Law, Corporate Law, Property Law, Intellectual Law, Commercial Law, Cyber Law, Consumer Law, IP Law, Criminal Law, POSH law etc.

The Advocates on the Panel will deal with various matters i.e. Service, Academic, Admission, Labour, Recruitment, Reservation, Estate, Sexual Harassment etc. pertaining to the Institute and render opinions /advices as required. Further details are available on website at [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

The application form for empanelment with AIIMS, Bhopal is available on [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in). The start date of acceptance of application/ registration is the date of publication on website / print media and last date of receiving application will be within 45 days from publication of advertisement on website / print media.

## **1. Eligibility for Empanelment :-**

- 1.1 The Advocate must possess a Bachelor Degree in Law which is conferred by the University recognized by the Bar Council of India.
- 1.2 The Advocate must be enrolled with the Bar Council of India/ State Bar Council.
- 1.3 The Advocate/Law Firms should have sound knowledge about various branches of law Company Law, Service Law, Labour Law, Taxation Law, Civil Law, Constitutional Law, Contract Law, Corporate Law, Commercial Law, Cyber Law, Consumer Law, IPR Law, Criminal Law, POSH law etc.
- 1.4 The Advocate should have minimum 15 years professional/Court experience in relevant court in handling cases of Government organization, educational Institutes, Autonomous Bodies, mainly in following Courts:-
  - Supreme Court
  - High Court
  - Central Administrative Tribunal
  - District Court
  - Arbitration
  - Labour Court
  - Other Court & Forums
- 1.5 The Advocate/Law Firms should be well versed with the AIMS Act, Rules and Regulations framed thereunder.
- 1.6 The Advocates should furnish their areas of Specialization.
- 1.7 The Advocate should provide copy of registration of Bar Association of respective courts.
- 1.8 The Advocate shall apply for only one specific field i.e. Civil Law, Criminal Law, Labour Law, Patent Law etc.

## **2. Tenure of Empanelment :-**

The initial empanelment will be for a period of one year. The empanelment would be reviewed after one year. The Advocate already empanelled would be eligible for re-empanelment subject to satisfactory performance.

## **3. Payment of Fee and other conditions:-**

The fee payable to the Advocates shall be governed by the schedule of fee approved by Competent Authority. That will be at par and based on OM no. F.No.26(1)/2014/Judl, dated 1.10.2015 issued by Govt. of India Ministry of Law & Justice Department of Legal Affairs Judicial Section. No retainer ship fee shall be paid to any panel Advocate. Copy of OM is enclosed.

#### **4. Duties of Empanelled Lawyer:-**

- 4.1 The Advocate shall not advise any party accept any case against Institute, in which he/she has appeared or is likely to be called upon to appear for or a advise which is likely to affect or lead to litigation against Institute.
- 4.2 Timely appearance of the counsel to contest the cases for Institute in the court is must. His/Her absence in the court without any reasonable ground will not be accepted and Institute may consider to de-empanel such Advocate.
- 4.3 Institute will send the information to the empanelled Advocates, regarding entrusting of a case and after receiving information, it is the duty of the empanelled advocate to collect the brief/ copy of the petition along with entrustment letter from the legal cell of the Institute.
- 4.4 The Advocate shall accept the terms and conditions of the empanelment prescribed by Institute without any condition.
- 4.5 It will be mandatory for empanelled Advocate to visit the concerned office of Institute as and when required to handle cases efficiently.
- 4.6 In order to ensure that there is effective check on the cases being conducted, the Advocates on the panel must report the status of the cases after each date of hearing. Failure to submit status report will be a ground for removal of the name of the Advocate concerned from the panel.
- 4.7 The Advocate will be required to keep Institute informed and updated on all important development in the designated Cases, dates of hearing, order of the court on the date of pronouncement, supplying copy of judgment etc.
- 4.8 The Advocate will be required to furnish monthly statement about the cases represented by him/her before the High Court or any other authority and their outcomes without fail.
- 4.9 Drafting and vetting of Agreements, MoUs, Contracts, RFPs, Tenders Eol etc.
- 4.10 Drafting and proceeding of Legal Notices and /reply to the notices.
- 4.11 To provide Legal Opinion on queries raised.
- 4.12 Drafting and vetting of affidavits, applications, petitions, replies, written statements, rejoinders, caveats and any other legal document including deeds, regulations etc.
- 4.13 Drafting of miscellaneous applications, reply to miscellaneous applications.
- 4.14 To perform such other duties of legal nature that may be assigned by Institute from time to time.

#### **5. Maintaining of Professional Ethics:-**

During the term of empanelment and thereafter, the Law Firms/ Advocates shall maintain confidentiality of the matters pertaining to Institute. They shall neither advise any party nor accept any case against Institute during the term.